

Basic Combat Training

Advanced Individual Training

One Station Unit Training



Training Centers



Comments and feedback about this book may be sent to: Directorate of Basic Combat Training, BCTCoE 4325 Jackson Blvd Fort Jackson SC, 29207

Thank you

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# The United States Army welcomes you to our Army Family.

# Purpose

The purpose of this handbook is to give you basic information on Initial Entry Training and essential Army information.

Thank you for being part of us.



Once your Soldier arrives you can expect a phone call and letter from him or her to confirm their safe arrival at a Basic Combat Training Site or One Station Unit Training. For more specific information, follow the links to a Basic Training Installation.



After arrival at a training installation, there is not a lot of time available to communicate with family members; however an initial call can be expected. Additional phone use is restricted and is determined by the chain of command. For health reasons, we do not permit Soldiers to possess or to store food. Therefore, please do not send food of any type. We encourage you to foster your Soldier's morale with supportive mail and correspon-

dences. However, please do not mail items such as food or candy, any reading material (except a Bible or other religious books), tobacco products, drugs, alcohol, or sharp objects (razors, knives, blades).

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Your Soldier will arrive at a reception station at one of the military installations. They are assigned to a unit and will undergo around 4 days of in-processing.



Your Soldier will complete administrative and logistical processing, receive a haircut, have uniforms issued, and have a personnel record file created. Additionally, Soldiers will have medical, dental screen-

ings, and records created.





All Soldiers in the first few days will also begin learning the Army Values. The Army wants to continue building on the values that are already instilled within each individual and give them common ground, beginning their transformation from civilian to Soldier. These Army Values are loyalty, duty, respect, selfless service, honor, integrity, and personal courage.



Basic Combat Training, also known as BCLL sarrunique charlenge that few Americans have experienced, it is a significant time in their life. The Basic Combat Training experience is meant to be rigorous and challenging. During this time period, individuals are assisted to adapt to a new ing. During this time period, individuals are assisted to adapt to a new career and life for their families and themselves. A typical BCT day is early mornings, long days with information overload, and late nights. The BCT experience is designed to assist a Soldier through a transformation that yields experience and skills required in today's Army. We are ton that yields experience and skills required in today's Army. We are confident that as a Soldier progresses through training, he or she will confident that as a Soldier progresses through training, he or she will grow in self-confidence, individual knowledge, and physical strength. Led by Drill Sergeants, your Soldier will have leaders that are confident, Led by Drill Sergeants, your Soldier to do anything they will not do strong, and will never require your Soldier to do anything they will not do themselves. This group of Drill Sergeants and support personnel will be



Advanced Individual Training follows Basic Combat Training. AlT focuses on the job that your Soldier Will be doing. As Soldiers learn their specific job, they continue to reinforce those skills learned in BCT. Alt courses vary in length from five weeks to one year depending on mili-

tary occupation specialty (MOS).



One Station Unit Training (OSUT) is a program that combines Basic Combat Training and Advanced Individual Training (AIT) in the same unit and cadre. One Station Unit Training is organized for certain military occupation specialty (MOS) such as Infantry or Armor. The transition from BCT to AIT is seamless, and graduations



IET is conducted in five Phases. Graduation is marked by the successful completion of the required training in the five phases of the Soldierization program. Units conducting AIT/OSUT will conduct an appropriate branch pinning ceremony in conjunction with awarding the MOS.

# PHASE

Phase I (or Red Phase). This phase encompasses weeks 1 through 3 of IET and consists of an environment of total control, where active, involved, positive leaders begin transforming volunteers into Soldiers through the Soldierization process. Training is focused on immersion in the Army's Values, traditions, and Warrior Ethos.

PHASE II

Phase II (or White Phase). This phase encompasses weeks 4 through 6 of IET and is centered on the development of basic combat skills, with special emphasis on weapon proficiency.



Phase III (or <u>Blue</u> Phase). This is the last phase of BCT and encompasses weeks 7 through 10 of IET. This phase concentrates on individual tactical training. Basic Combat Training Graduation is appropriate at this time, unless your Soldier is at an OSUT site.



PHASE IV Phase IV (or <u>Black</u> Phase). This phase begins on the first training day of the first week of AIT or weeks 11 through 13 of OSUT. Reduced supervision by Drill Sergeants and Platoon Sergeants, reinforcement training on common skills, values, and traditions taught in BCT, and increased emphasis on MOS tasks characterizes this phase.

### WALL HERE

PHASE V Phase V (or Gold Phase). This phase begins the fourth week of AIT or weeks 14 through 20 of OSUT. Reinforcement training on common skills, training, and evaluation of MOS skills are in this phase.









Family Day and Graduation Day are opportunities

for family, friends, and loved ones to celebrate the success of their Soldier. Every installation graduation is organized to afford you the best opportunity to celebrate this achievement of your family member graduating from Basic Combat

Training, Advanced Individual Training, or One Station Unit Training. The first time you see your Soldier, you can be proud of their accomplishment and with how they look and act.

You'll hear words like "HOOAH" (a word that means, Yes, can do, and



everything in-between). They'll be standing straight and answer No Ma'am and Yes Sir! The uniform they have on will display ribbons and badges that we know you'll ask about. The badges and ribbons are all well-earned and come with personal achievement. Each installation invites you to join them in this momentous time of a Soldier's career. Having different installations across the United States, it's very important that you visit one of the web pages listed on page 3 to find out information about your Soldier's specific graduation dates. The installations encourage your attendance at graduations and family events.







A 24/7 Resource for Military Members, Spouses & Families

1-800-342-9647

American Red Cross <u>www.redcross.org/services/</u>
Military OneSource <u>www.militaryonesource.com</u>



TRICARE <u>www.tricare.osd.mil</u>

TRICARE Dental United Concordia Dental www.ucci.com

Army and Air Force Exchange Service (AAFES) www.aafes.com

Association of the United States Army <a href="https://www.ausa.org/webpub/DeptHome.nsf/">www.ausa.org/webpub/DeptHome.nsf/</a> byid/DeptHome.nsfhome

Army Family Readiness Group <a href="http://www.armyfrg.org/skins/frg/home.aspx?">http://www.armyfrg.org/skins/frg/home.aspx?</a>
AllowSSL=true

Gifts to the Army http://giftstoarmy.army.mil/

Army Community Service www.myarmylifetoo.com

Army Emergency Relief (AER) www.aerhq.org

Army Family Team Building www.myarmylifetoo.com

Army Spouse Employment Partnership www.myarmylifetoo.com

My benefits <a href="http://myarmybenefits.us.army.mil">http://myarmybenefits.us.army.mil</a>.

Army Future Soldiers Training Program www.FutureSoldiers.com

Army Human Resources Command www.hrc.army.mil

Army Knowledge Online www.army.mil/ako/

Army Morale, Welfare, and Recreation www.armymwr.com

Army National Guard <u>www.arng.army.mil</u>

Army One Source www.armyonesource.com

Army Reserve Family Programs www.arfp.org

Defense Manpower Data Center (ID Card Site Locator) www.dmdc.osd.mil/rsl/

Department of Defense (DoD) www.defenselink.mil

Life Insurance Program <u>www.insurance.va.gov/</u>

Military Assistance Program www.dod.mil/mapsite/

Military Home Front www.militaryhomefront.dod.mil

Military Pay www.dod.mil/dfas/money/milpay/

Military Teens on the Move (MTOM) www.dod.mil/mtom/

My Pay <a href="https://mypay.dfas.mil">https://mypay.dfas.mil</a>



## **NO SALES TAX**

when you shop the Exchange Online Store, Exchange Catalog, or BX/PX (excludes online Mall purchases).



EXCHANGE FOOD COUPONS

Print valuable coupons for your favorite AAFES restaurant



## MOVIE SCHEDULES

Find out what's showing at theater near you







BX/PX STORE LOCATOR

Find the nearest BX/PX, maps and store information here.

## Identification Card



Family Enrollment

**Health and Dental** 

**Emergency Data** 

As dependents of a service member, you have benefits. What are they? In the next few pages you'll find forms on how to obtain your Identification Card and enroll in programs for the care and health of family members. As your family member enters the Army, you will be receiving information about some of these benefits and forms, many of them signed by your Sponsor (Military Member). Keep this paperwork in a safe place, if you have the opportunity to accomplish some of the benefits paperwork, future encounters with the Army may be shorter and less time-consuming.



ID Card: Authorized dependents are entitled to an ID card which allows them access to military benefits. The Application for Uniformed Services ID Card Defense Eligibility Enrollment Reporting System (DEERS) Enrollment Form (DD Form 1172) must be taken to a military installation to obtain an ID Card. Each spouse and child 10 years old or older will be issued an ID Card. Any dependent child, regardless of age, residing with guardian/ex-spouse/custodial parent will be issued an ID Card. Each person being issued an ID card must have proof of identity; they must bring their Social Security Card and a photo ID to the ID card issuing activity. Guardians must bring Power of Attorney/Guardianship documentation. If there isn't a military installation nearby, then you can find a location by going online at: www.dmdc.osd.mil/rsl.

APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD DEERS ENROLLMENT SE LAST SPRACE CHON I CHON I NATION Authorized dependants, when you receive this form from your Soldier, it must include your Sponsor's signature (MILITARY Member) and have a verified signature before you can obtain an Identification Card. This same form is used to enroll for TRICARE benefits. Authorized dependants must be enrolled in Defense Enrollment Eligibility Reporting system (DEERS). If you are a Reserve or National Guard dependant, you will be entitled to an ID card when your Soldier is placed on orders. This same form is used, this form also verifies your health benefits. TA. PROME VELEVISIANE NO. S. DATE OF BEILD Ecertify the I have read and understand the "Conditions Applicable to Sponsor or Applicant" print atten provided in connection with the eligibility requirements of this form is true and as GAFF VINITED 111 DATE BANKS D FORM 1172, SEP 2005 EDITION MAY BE USED Reset

TRICARE is the Military's health care system. When enrolled in DEERs, dependent family member's will automatically be enrolled in TRICARE STANDARD for medical coverage. The guardian/ex-spouse/custodial parent may call the 1-800 # for their region, call 1-800-538-9552 or go online at:

www.tricare.osd.mil for general information.

ARMY STRONG:

## **DEERS Update**

It is the sponsor's responsibility to ensure that Family members are registered in DEERS correctly and that all status information is kept current at all times. Only the sponsor can add or delete Family members. Adding or deleting Family members requires the proper documents, such as a marriage certificate, divorce decree, or birth certificate. You can notify DEERS of status changes in the following ways:

- Visit the <u>DEERS Address</u>
  <u>Update site</u> at:
  <u>www.dmdc.osd.mil/rsl.</u>
- Visit a local personnel office that has a uniformed services ID card issuing facility or a Real-Time Automated Personnel Identification System (RAPIDS) office. Visit a RAPIDS office near you.
- Call Defense Manpower Data Center Support Office at: 1-800-538-9552 (or 1-866-363-2883 TTY/TDD) Monday -Friday, 6:00 a.m. to 3:30 p.m. (Pacific Time), except Federal holidays.
- Fax DEERS at: 1-831-655-8317.
- Mail changes to Defense Manpower Data Center Support Office, Attention: COA, 400 Gigling Road, Seaside, CA 93955 -6771.

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## Who Is Eligible?

The TRICARE Dental Program (TDP) is available to:

- Family Members of active duty uniformed service personnel.
- Family members of selected Reserve service personnel.
- Family member of Individual Ready Reserve (IRR) service members.

Family members only include spouses and unmarried children (including stepchildren, adopted children and wards).

To be eligible to enroll in the TDP, the sponsor (Military Member) must have 12 months remaining on his or her enlistment at the time of enrollment. The 12 month rule may be waived for Family members of the Reserve and IRR.

Contact United Concordia Enrollment at 1-888-622-2256 to determine your dental needs and eligibility.







## Verifying Eligibility

Eligibility will be verified in the Defense Enrollment Eligibility Reporting System (DEERS) Database by United Concordia. Please ensure your personal information is updated in DEERS.

## **DEERS Update**

It is the sponsor's responsibility to ensure that Family members are registered in DEERS correctly and that all status information is kept current at all times. Only the sponsor can add or delete Family members. Adding or deleting Family members requires the proper documents, such as a marriage certificate, divorce decree, or birth certificate. You can notify DEERS of status changes in the following ways:

- Visit the <u>DEERS Address</u> <u>Update site</u> at: <u>www.dmdc.osd.mil/rsl.</u>
- Visit a local personnel office that has a uniformed services ID card issuing facility or a Real-Time Automated Personnel Identification System (RAPIDS) office.

Visit a RAPIDS office near you.

- Call Defense Manpower
   Data Center Support Office at
   1-800-538-9552 (or 1-866-363-2883 TTY/TDD) Monday Friday, 6:00 a.m. to 3:30 p.m.
   (Pacific Time), except Federal holidays.
- Fax DEERS at: 1-831-655-8317.
- Mail changes to Defense Manpower Data Center Support Office, Attention: COA, 400 Gigling Road, Seaside, CA 93955-6771.

#### RECORD OF EMERGENCY DATA

#### PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 552, 10 USC 655, 1475 to 1480 and 2771, 38 USC 1976, 44 USC 3101, and EO 9397 (SSN).
PRINCIPAL PURPOSES: This form is used by military personnel and Department of Defense civilian and contractor personnel, collectively referred to as civilians, when applicable. For military personnel, it is used to designate beneficiaries for certain referred in the event of the Service member's death. It is also a guide for disposition of that member's pay and allowances if captured, missing or internet. If also shows names and addresses of the personnel with Service member desires to be notified in case of emergency or death. For civilian personnel, it is used to expedite the notification process in the event of an emergency and/or the death of the member. The purpose of soliciting the SSN is to provide positive identification. All items reasoned to applicable identification. say not be app ROUTINE USES: None, DISCLOSURE: Voluntary, however, failure to provide accurate personal identifier information and other solicited information will delay notification and

the processing of benefits to designated beneficiaries if applicable

#### INSTRUCTIONS TO CIVILIANS INSTRUCTIONS TO SERVICE MEMBER This extremely important form is to be used by you to show the names and This extremely important form is to be used by you to show the addresses of your socuse, children, parents, and any other person(s) you names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty. would like notified if you become a casualty (other family members or fiance), and, to designate beneficiaries for certain henefits if you die. IT IS YOUR Not every item on this form is applicable to you. This form is used RESPONSIBILITY to keep your Record of Emergency Data up to date to show by the Department of Defense (DoD) to expedite notification in your desires as to beneficiaries to receive certain death payments, and to the case of emergencies or death. It does not have a legal impact show changes in your family or other personnel listed, for example, as a result on other forms you may have completed with the DoD or your of marriage, civil court action, death, or address change. emplove ormation and Section 2 - Benefits Related IMPORTANT: This form is divided into two sections: Section 1 - Emergency Cont Information. READ THE INSTRUCTIONS ON PAGES 3 AND 4 BEFORE COMPL HIS FORM. SECTION 1 - EMERGENCY CO RMATION SSN 1. NAME (Last Pirat Middle Instal) b. REPORTING UNIT CODE/DUTY STATION 3a. SERVICE/CIVILIAN CATEGORY ARMY NAVY MARINE CORPS 4a. SPOUSE NAME (Yappicable) (Last, First, Missile (Villa) Code AND TELEPHONE NUMBER SPIGLE DEMORCED WIDOWED 5. CHILDREN OF BIRTH b. RELATE d. ADDRESS (Include ZIP Code) AND TELEPHONE MUMBER a. NAME (Lost First Middle Initial)

This is an extremely important form. Immediate Family members, if you receive this form from your Soldier, then you are the person chosen by the Soldier to be notified. The form will be a filled out and signed by your Soldier. Keep the copy safe for your records. This form is used by the Department of Defense (DoD) to expedite notification in the case of an emergency or death.

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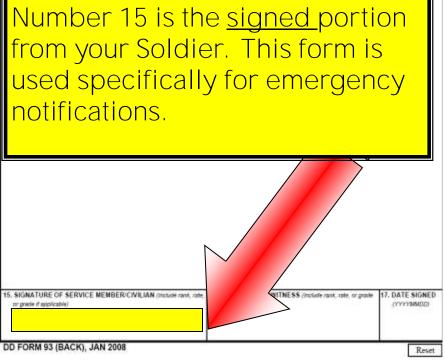
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## American Red Cross

American Red Cross Emergency communication is available during times of separation when an emergency arises. This service assists in locating and getting a message to a Soldier. Situations considered emergencies include a serious illness, death in the family, serious financial difficulties, or breakdown in childcare (i.e., abandonment or the child's custodian becomes seriously ill and is unable to find or provide for care). Any Family member related to the Soldier when an emergency happens may use American Red Cross communications. The American Red Cross will not release any specific location information or quarantee that the Soldier will contact the Family once the message is received.

In the event that an emergency arises involving an immediate Family member that requires your Soldier's presence, contact the American Red Cross National Headquarters 2025 E Street NW – Washington, DC 20006.

1-800-733-2767

When you contact the American Red Cross have available:

- Soldier's full name
- Social Security Number
- Nature of emergency
- Name of hospital and doctor
- Time of injury or death
- Relationship of victim to Soldier
- Military installation Unit/ Company/Platoon (same information on their mailing address)



If required, emergency financial aid may be obtained through Army Emergency Relief (AER). An American Red Cross message will be sent to the Soldier requesting authorization for financial assistance. Once the authorization has been received, the Family member will be referred to the nearest military installation for Army Emergency Relief assistance.

The Red Cross will contact the Soldier's unit about the emergency situation. The Soldier's company will assist the Soldier in returning home on emergency leave. Please make sure you keep this Red Cross number, so you have it readily available should the need arise. We cannot help you in any way without the Red Cross notification.

You can contact the Armed Forces Emergency Service Center at **1-877-272-7337** for all emergencies and assistance. For more information, visit <a href="www.redcross.org/services/">www.redcross.org/services/</a> and click on the "Military Members and Families" link.

The military has had its own special language for as long as anyone can remember. Acronyms are used as a fast and convenient way of conveying information. Terms are usually specific to the Army and through the years have become part of the Army culture. Here are just a few.

Acronym	Meaning	Explanation
НООАН	Positive ac- knowledgement	A word that expresses a positive direct understanding of a subject .
AFTB	Army Family Team Building	A family training and readiness program that provides Soldiers and Family members with an understanding of the Army culture, and the skills and resources they need to become self-sufficient.
AAFES	Army and Air Force Exchange Service	Part of the military retail store system. Includes the PX or Post Exchange.
ACS	Army Commu- nity Service	Army agency that offers an array of programs and services in areas such as money matters, home and family, making a move, work and careers, managing deployments and separations, and Army basics.
AER	Army Emer- gency Relief	A nonprofit organization that provides emergency financial assistance to Soldiers and their Families in the form of interest free loans or grants.
AIT	Advanced Indi- vidual Training	Training given to Soldiers, usually immediately following Basic Combat Training that teaches them and qualifies them in a particular skill or occupational specialty.
AWOL	Absent Without Leave	The unapproved illegal absence from the normal place of duty.
ВАН	Basic Allow- ance for Hous- ing	Money paid to Soldiers to help defray the cost of Housing.
вст	Basic Combat Training	Training given to new enlisted Soldiers to give them basic knowledge of the Army and teach them basic Soldier skills.
BRM	Basic Rifle Marksmanship	Marksmanship training – learning to fire their rifle.
Со	Company	Refers to the designation of a unit created to provide command and control over a group of people (often made up of several subordinate platoons).
	Commissary	Grocery store found on military installations.
CONUS	Continental United States	A location inside the 48 contiguous United States.
DA	Department of the Army	Sometimes refers to the entire Army organization, and sometimes used to refer to just the Headquarters Army staff who work in the Pentagon.
DEERS	Defense Enroll- ment Eligibility Reporting Sys- tem	Reporting computer database for tracking informa- tion about Soldiers and Family members and their eligibility for access to ser- vices and benefits.
DFAC	Dining Facility	Military dining facility, a large military cafeteria Often called a Mess Hall.
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Acronym	Meaning	Explanation
EFMP	Exceptional Family Mem- ber Program	A mandatory enrollment program that works with other agencies to provide services to Fam lies with special needs.
ETS	End Tour of Service	The date when the Soldier's contractual obliga tion for duty will be complete, and the Soldier can separate from the Army.
оѕит	One Station Unit Training	Basic Combat Training and Advanced Individu training combined.
IET	Initial Entry Training	The first formal training a Soldier receives including the Basic Combat Training (BCT) and the follow-on Advanced Individual Training (AIT) course or One Station Unit Training.
ID Card	Identification Card	A card issued by Department of Defense that is used for identification purposes and for identifying who is eligible for access to programs ar benefits.
MOS	Military Oc- cupational Specialty	A job classification, skill, or trade. Each has ar alphanumerical representation and a title. For example, 11B is the MOS for an Infantryman.
MRE	Meal, Ready to Eat	These are complete, packaged portions of foor for one Soldier, for one meal that are usually served in an operational (field) environment.
SGLI	Service Group Life Insurance	Life insurance from the military
MTF	Military Treatment Facility	A health care facility such as a clinic or hospital.
MWR	Morale, Wel- fare and Recreation	Programs and activities that provide support to Soldiers and their Family members, such as physical fitness facilities, libraries, unit level sports programs, youth activities, child development programs, arts and crafts skill development, outdoor recreation as well as golf courses, bowling alleys, and clubs.
PCS	Permanent Change of Station	The physical move from one duty location to another.
PX	Post Ex- change	The retail stores run by the Army and Air Force Exchange Service.
SOP	Standard Operating Procedure	A set of instructions for handling a particular situation or process, the normal way of doing business.
TRICARE	Tri-Service Medical Care	The medical and dental entitlement program for Service members and their families.

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Lam an American Soldier. I am a Warrior and a member of a team. I serve the people of the United States and live the Army Values.

I will always place the mission first. I will never accept defeat. I will never quit.

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional. I stand ready to deploy, engage and destroy the enemies of

the United States of America in close combat. I am a guardian of freedom and the American way of life.

I am an American Soldier.

